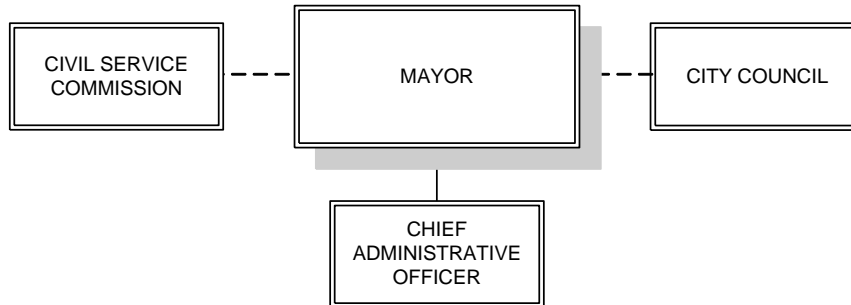


GENERAL GOVERNMENT DIVISIONS

CIVIL SERVICE

MISSION STATEMENT

To serve as the central personnel office for the City of Bridgeport as prescribed by the City Charter.



GENERAL FUND BUDGET

CIVIL SERVICE

BUDGET DETAIL

David Dunn
Manager

REVENUE SUMMARY

ORG DESI	OBJECT DESC	FY2009	FY2010	FY2011	VARIANCE TO	
		ACTUAL	BUDGET	MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
01070000	CIVIL SERVICE	3,317	30,000	88,500	88,500	58,500
	41538 COPIES	7	0	1,000	1,000	1,000
	41547 RESIDENTAPPLICATION/ADMINISTRA	1,790	0	17,500	17,500	17,500
	41548 NON-RESIDENTAPPLICATION/ADMINI	1,520	30,000	70,000	70,000	40,000

APPROPRIATION SUMMARY

ORG DESC	APPR DESC	FY2009	FY2010	FY2011	VARIANCE TO	
		ACTUAL	BUDGET	MAYOR PROPOSED	FY2011 ADOPTED	FY2010 BUDGET
'01070000	CIVIL SERVICE	786,231	1,117,466	1,077,070	1,077,070	-40,396
	1070PS CIVIL SERVICE PERS SVCS	503,681	535,442	558,153	558,153	22,711
	2070TPS CIVIL SERVICE OTH PERS SVCS	18,851	21,000	24,525	24,525	3,525
	3070FB CIVIL SERVICE FRINGE BENEFIT		123,149	102,836	102,836	-20,313
	4070EX CIVIL SERVICE OPER EXP	100,542	182,002	179,043	179,043	-2,959
	6070SS CIVIL SERVICE SPEC SVCS	163,158	255,873	212,513	212,513	-43,360

PERSONNEL SUMMARY

Job Description	FTE FY	FTE FY	VAC	NEW	UNF	FY 2010	FY 2011	VARIANCE
	2010	2011				CURRENT	ADOPTED	
PERSONNEL DIRECTOR	1.0	1.0				110,887	115,344	4,457
PERSONNEL ASSISTANT II	1.0	1.0	1.0	1.0		80,000	63,191	-16,809
PAYROLL CLERK II	2.0	2.0				128,436	127,944	-492
RETIREMENT ADMINISTRATOR	1.0	1.0				53,134	44,868	-8,266
OFFICE ASSISTANT		1.0					37,740	37,740
PERSONNEL ASSISTANT II	1.0	1.0				65,162	64,913	-249
ADMINISTRATIVE ASSISTANT	1.0	1.0				60,083	66,413	6,330
CLERICAL ASSISTANT	1.0	1.0				37,740	37,740	
	8.0	9.0	1.0	1.0	TOTALS	535,442	558,153	22,710

GENERAL FUND BUDGET

CIVIL SERVICE

PROGRAM HIGHLIGHTS

FY 2010-2011 GOALS

- 1) Successful completion of the Police Officer Entry Level Examination, in compliance with the Federal Court Order.
- 2) Successfully manage & administer a Fire Department Entry Level Examination, in compliance with Connecticut State Fire Service CPAT (Candidate Physical Abilities Test) Standards.
- 3) Successful completion of a Police Chief Recruitment and Examination.
- 4) Successful expansion of non-competitive division classifications through the systematic elimination and restructuring of the competitive division positions for civilian occupied jobs.
- 5) Continued successful expansion of interview panels and recruitment campaign for department head and senior management positions.
- 6) Successful expansion of a modern job bidding promotional process for NAGE, LIUNA and SUPERVISOR positions.
- 7) Successfully conduct, manage and administer Pumper Engineer, Fire Lieutenant and Fire Captain Examinations.
- 8) Successfully conduct, manage and administer Police Sergeant, Lieutenant and Captain Examinations.
- 9) Permanently adopt a continuing recruitment process for entry level Police Officers.
- 10) Fully integrate the Civil Service Office into a City-wide Human Resources Department that includes Grants Personnel, Benefits and Labor Relations.
- 11) Expand the Civil Service Office's ability to support a digital archive through the scanning of documents and files and subsequent conversion of those files to digital document rather than current paper archive.

FY 2009-2010 GOAL STATUS

- 1) Finish what remains of the court ordered promotional exams, if they are not already finished by the close of fiscal year 2008-2009.
6 MONTH STATUS: Court Order promotional exams in both the Police and Fire Departments continue to challenge the department. A police officer examination is scheduled for June 12, 2010; a fire equipment mechanic examination is scheduled for April 16, 2010; a fire lieutenant examination was just completed and litigation was settled December 28, 2009; a police sergeant examination was just completed and litigation was settled November 17, 2009; and a police detective examination was just completed and litigation was settled December 3, 2009.
- 2) Deal with any additional public safety related mandamus orders that may develop in the first six months of 2009.
6 MONTH STATUS: The City is currently reviewing the court sanctioned mandamus requirements for the Fire Department. Testing schedules and dates are presently in process for Assistant Fire Chief, Fire Marshal, Deputy Fire Marshal, Senior Fire Inspector, Fire Inspector, Fire Equipment Mechanic, Assistant Superintendent of Fire Maintenance, and Superintendent of Fire Maintenance.
- 3) Create a multi-year plan for public safety related promotional exams.
6 MONTH STATUS: A proposal has been presented to the Fire Union that will lay out a multi-year plan for Fire Department promotional examinations. A proposal is in development for a promotional examination multi-year schedule for the Police Department which will be presented to the Police Union by April 30, 2010.
- 4) Conduct an entry level Firefighter examination and finish that portion of the exam that may have been begun in fiscal year 2008-2009.
6 MONTH STATUS: An entry level firefighter examination did not begin in 2009-2010. It is presently scheduled for the fall of 2010.

GENERAL FUND BUDGET

CIVIL SERVICE

PROGRAM HIGHLIGHTS

- 5) Continue the process of refining the exam procedures using interview panels as often as is practical.
6 MONTH STATUS: Interview panels for the conducting of examinations have presently been implemented for the following positions: Public Safety Communications Supervisor, Public Safety Communications Budget Policy Analyst, Design Review Coordinator, Home Program Specialist, Planner II, Senior Housing and Community Development Manager. Interview panel examinations are presently in process for Police Chief, WPCA Engineer and the Director of Health.
- 6) Continue to identify and resolve compliance problems involving Chapter 17 of the Bridgeport City Charter.
6 MONTH STATUS: There are presently no compliance problems with Chapter 17 that are of concern to the Acting Personnel Director. However, an outside consultant's report will be presented shortly that will make recommendations to resolve any perceived compliance problems involving Chapter 17.
- 7) Continue the process of resolving problems with the provisional examination process.
6 MONTH STATUS: The provisional examination process is presently under review and is of concern only with the emergency services positions.
- 8) Begin a more systematic process of updating the class specifications.
6 MONTH STATUS: This project will not be implemented at all during the current fiscal year; it will be addressed in the second half of the next fiscal year.
- 9) Continue the effort to clean up the records retention system in the Civil Service Office.
6 MONTH STATUS: The current Civil Service Department is undergoing a dramatic reorganization that has resulted in numerous service efficiencies. In addition, a tremendous amount of office clutter, old files and records have been removed from the office and the office has undergone a dramatic cleanup. The Office now has scanning capability that will be utilized to eliminate paper records. This will allow the Office to enhance its green initiatives and sustainability objectives to reduce the paper retention storage issues.
- 10) Fully integrate the three employees in the former Grants Office into the Civil Service Office.
6 MONTH STATUS: This goal is presently on hold. When the final go ahead is approved the former Grants Office will be fully integrated into the Civil Service Office.
- 11) Strengthen the staffing level in Civil Service and continue to develop the skills of new employees who joined the office in 2008-2009.
6 MONTH STATUS: The office is developing the skills of Clerical Assistants who have been hired, a Retirement Administrator, and a Personnel Assistant II who have been hired or replaced retired employees.
- 12) Start the new Personnel Assistant on developing a way of systematically gathering service indicator information.
6 MONTH STATUS: A new Personnel Assistant was never hired in the Personnel Department during FY 09-10.

FY 2009-2010 ADDITIONAL ACCOMPLISHMENTS

- 1) The office has been strengthened through reallocation of existing staff including the integration of the MUNIS payroll project.
- 2) Six (6) examinations for the Emergency Operations Center were conducted and staff hired.
- 3) Litigation with the former Personnel Director was successfully resolved.
- 4) A bi-lingual Clerical Assistant was added to the office.
- 5) Numerous files and records were successfully removed from the office and archived.

GENERAL FUND BUDGET

CIVIL SERVICE

PROGRAM HIGHLIGHTS

- 6) The office was reorganized to provide for a more efficient administration of its responsibilities.
- 7) The office hours were extended to provide better service to the public.

GENERAL FUND BUDGET
CIVIL SERVICE APPROPRIATION SUPPLEMENT

ORG	OBJECT DESC	FY2009 ACTUAL	FY2010 BUDGET	FY2011 MAYOR PROPOSED	FY2011 COUNCIL ADOPTED	VARIANCE TO FY2010 BUDGET
'01070000 CIVIL SERVICE		786,231	1,117,466	1,077,070	1,077,070	-40,396
	'51000 FULL TIME EARNED PAY	466,085	535,442	558,153	558,153	22,711
	51004 FULL TIME VACATION PAY	22,116	0	0	0	0
	51006 FULL TIME SICK PAY	9,704	0	0	0	0
	51008 FULL TIME PERSONAL PAY	4,700	0	0	0	0
	51014 FULL TIME BEREAVEMENT PAY	1,134	0	0	0	0
	51016 FULL TIME JURY DUTY PAY	204	0	0	0	0
	51028 FT RETROACTIVE PAY	323	0	0	0	0
	51032 FT DOCKING PAY	-584	0	0	0	0
	'51036 FT GRIEVANCE/ARB AWARD PAY	0	0	0	0	0
	'51106 REGULAR STRAIGHT OVERTIME	2,116	6,000	6,000	6,000	0
	'51108 REGULAR 1.5 OVERTIME PAY	13,480	5,000	5,000	5,000	0
	51116 HOLIDAY 2X OVERTIME PAY	215	0	0	0	0
	'51116 HOLIDAY 2X OVERTIME PAY	0	0	0	0	0
	'51140 LONGEVITY PAY	0	0	3,525	3,525	3,525
	'51146 PROCTOR PAY	3,040	10,000	10,000	10,000	0
	'52360 MEDICARE	0	7,764	7,191	7,191	-573
	'52385 SOCIAL SECURITY	0	0	8,598	8,598	8,598
	'52504 MERF PENSION EMPLOYER CONT	0	40,158	46,188	46,188	6,030
	'52917 HEALTH INSURANCE CITY SHARE	0	75,227	40,859	40,859	-34,368
	'53050 PROPERTY RENTAL/LEASE	0	49,561	49,561	49,561	0
	'53605 MEMBERSHIP/REGISTRATION FEES	375	550	550	550	0
	'53705 ADVERTISING SERVICES	93,206	110,712	110,712	110,712	0
	'53905 EMP TUITION AND/OR TRAVEL REIM	174	1,125	921	921	-204
	'54560 COMMUNICATION SUPPLIES	620	900	900	900	0
	'54640 HARDWARE/TOOLS	0	6,750	5,063	5,063	-1,688
	'54675 OFFICE SUPPLIES	2,405	4,354	4,354	4,354	0
	'54700 PUBLICATIONS	0	687	530	530	-157
	'54725 POSTAGE	43	43	32	32	-11
	'55155 OFFICE EQUIPMENT RENTAL/LEAS	3,720	3,720	3,720	3,720	0
	'55530 OFFICE FURNITURE	0	3,600	2,700	2,700	-900
	'56085 FOOD SERVICES	3,562	7,600	5,821	5,821	-1,779
	'56110 FINANCIAL SERVICES	120	231	173	173	-58
	'56155 MEDICAL SERVICES	33,554	30,630	30,630	30,630	0
	'56165 MANAGEMENT SERVICES	119,266	197,410	155,886	155,886	-41,524
	'56175 OFFICE EQUIPMENT MAINT SRVCS	2,917	3,232	3,232	3,232	0
	'56180 OTHER SERVICES	2,493	15,000	15,000	15,000	0
	'59010 MAILING SERVICES	1,245	960	960	960	0
	'59015 PRINTING SERVICES	0	810	810	810	0